



**DURHAM
COUNTY**

**MEMORIAL STADIUM
Agenda Action Form**

ITEM: Stadium Authority

DATE OF STADIUM AUTHORITY MEETING: August 7, 2018

BACKGROUND: Minutes of June 5, 2018. Please note on the Agenda for June 5, 2018 there was a final note that the next meeting was September 11, 2018 this was in error. The regular Stadium Authority meeting should have been noted as August 7, 2018.

RESOURCE PERSON(S): Dan Moushon, Motiryo Keambiroiro

REQUEST FOR BOARD ACTION: By motion approve minutes of regular meeting of June 5, 2018

STADIUM MANAGER’S RECOMMENDATION : Approval of the minutes

		Motion	Yes	No
<input type="checkbox"/> APPROVED	Davis	_____	<u> x </u>	_____
<input type="checkbox"/> DENIED	Reckhow	_____	_____	_____
	Moushon	<u> xx </u>	<u> x </u>	_____
	Kerriker	<u> xx </u>	<u> x </u>	_____
	Dixon	_____	<u> x </u>	_____
	Ruffin	_____	_____	_____
	Wilson	_____	<u> x </u>	_____

Durham County Memorial Stadium Authority
Durham County Administration Building
200 East Main Street

Minutes of the June 5, 2018 meeting

The Durham County Memorial Stadium Authority (the “Authority”) convened at 12:00 noon on June 5, 2018 at the Durham County Administration Building, 200 E. Main Street, Commissioner’s Conference room in Durham, North Carolina.

Members Present: Chairman Frank Davis, Pam Karriker, Dan Moushon, Billy Ruffin, Tyrone Wilson, Lowell Siler County Attorney. Commissioner Ellen Reckhow had an excused absence due to a BOCC budget meeting.

Absent was Larry Dixon

Also present were Motiryo Keambiroiro Director General Service, Deborah Booth Deputy Director General Service, Ray Ellis Acting Stadium Manager, Michael Lawson, Track Consultant and Kimber Pender Representative from Sport Commission.

The following agenda items were discussed:

Chairman Davis introduced and welcomed Tyrone Wilson as the new Authority member.

Motiryo Keambiroiro presented the five objectives for stadium manager’s work plan. After discussion, motion was made by Dan Moushon to accept the work plan. Seconded by Billy Ruffin. Motion carried.

Deborah Booth gave a report on the stadium audit, with the focus being proper procedures for contracts. There were two audits performed one by Finance Department and another by General Services management. There were over 8 discrepancies noted in each audit.

Staff requested clarification and direction on the appropriate charge from the Authority on the handling of rain date request. Dan Moushon made a motion that if a vendor decides to select a rain date for an event, 25% of the fee would be charged and is non-refundable. Billy Ruffin seconded. Motion carried.

Staff requested clarification and direction on set up time for events and the appropriate charge. Dan Moushon made a motion that if the stadium is not required to go off-line to set up an event, there will not be a set-up fee at the stadium. Billy Ruffin seconded. Motion carried.

Motiryo Keambiroiro detailed the proposed changes to the stadium organizational structure, including the following: 1) reporting relationships 2) hours of operation 3) communication plan 4) complaints 5) contract administration. After discussion, it was determined that the stadium will be closed for maintenance on Mondays in the summer on a trial basis.

Deborah Booth provided an update on the stadium concessions and proposed flat rates for food trucks or carts. Dan Moushon made a motion to accept the proposal as submitted on a one –year trial basis. Seconded by Pam Karriker. Motion carried.

Pam Karriker made a motion giving signature authority to the Deputy Director of General Services or the Director of General Services. Dan Moushon seconded. Motion carried.

Pam Karriker made a motion granting the event requests of both the Durham County Sheriff’s Office BLET Academy and the National Guard, provided the events are prior to normal business hours and conclude by noon. Also the parties are responsible for repair cost for any damages. Billy Ruffin seconded. Motion carried.

Motiryo Keambiroiro announced the hiring of Mike Lawson as a consultant to support the stadium for track and field events and the upcoming UST&F event in June 2019. Consultancy will continue through June 2019.

Frank Davis made a motion that the Authority go into closed session, pursuant to North Carolina General Statute 143-318.11 (a) (6), to discuss a personnel matter involving an employee. Pam Karriker seconded. Motion carried.

Pam Karriker made a motion to seal the minutes of the closed session. Billy Ruffin seconded. Motion carried

Regular meeting reconvened at 2:28 p.m. Pam Karriker made a motion to adjourn. Billy Ruffin seconded. Motion **carried meeting adjourned at 2:30 pm.**